

CONFIDENTIAL

9 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: T/O for Personnel Office.

1. It is my understanding that you have approved 25 positions for field recruitment personnel. Personnel discussed this matter with us and there obviously is considerable confusion in their minds and this is an attempt to clarify the issue:

OK'd by DD/A 25 additional positions for field recruitments - grade spread approximately GS-9 through GS-15.

Keep 9 positions now on contract (not carried in T/O figures).

Add 9 additional positions for clerical support for these 25 new positions: 2 Employees Correspondence Section; 6 clerk-typists; 1 control clerk.

2. The above figure will grant the Procurement Division of the Personnel Office 59 positions, and as a matter of information to you any lesser figure would be unrealistic, inasmuch as there are 53 people actually on duty in this Division as of COB Friday.

3. Recommend favorable consideration on this portion of Personnel's T/O pending completion of our survey of Personnel and examination of such survey by Mr. [REDACTED] and yourself. 25X1A9a

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Advisor for Management

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